



North Carolina Department of Health and Human Services  
Division of Social Services  
325 North Salisbury Street • MSC 2408 • Raleigh, North Carolina 27699-2408  
Courier # 56-20-25

Beverly Eaves Perdue, Governor  
Lanier M. Cansler, Secretary

Sherry S. Bradsher, Director  
(919) 733-3055

**October 8, 2010**

**DEAR COUNTY DIRECTOR OF SOCIAL SERVICES**

**ATTENTION: DSS COUNTY DIRECTORS  
DSS CHILD WELFARE SERVICES PROGRAM ADMINISTRATORS  
DSS COUNTY SOCIAL WORKERS  
DSS DATA ENTRY STAFF**

**SUBJECT: NATIONAL YOUTH IN TRANSITION DATABASE (NYTD) IMPLEMENTATION**

The purpose of this letter is to inform you of the statewide implementation of the National Youth in Transition Database (NYTD). Dear County Director Letter CWS-21-10 (<http://www.ncdhhs.gov/dss/dcdl/famsupchildwelfare/CWS-21-10.pdf>) went out to counties on September 16, 2010 describing the background of NYTD and informing them of training being offered by the Division to prepare for the first wave of data collection for NYTD. As indicated in the letter and training, all Child Welfare Agencies are mandated by the John H. Chafee Foster Care Independence Act of 1999 [P.L 106-169] to establish a new data collection system. The Administration for Children and Families (ACF) issued regulations in February 2008 that established the NYTD to meet this requirement.

NYTD regulations require that North Carolina engage in two aspects of data collection and reporting activities. First, we will collect and report basic demographic data on each youth between the ages of 13 and 21, **Served Population**, and independent living services provided to those youth in fourteen broad categories:

- |                                             |                                                 |
|---------------------------------------------|-------------------------------------------------|
| 130-Independent Living Needs Assessment     | 162-Budget and Financial Management             |
| 131-Supervised Independent Living           | 163-Housing Education and Home Management       |
| 156-Academic Support                        | 164-Health Education and Risk Prevention        |
| 157-Post Secondary Educational Support      | 165-Family Support & Healthy Marriage Education |
| 158-Education Financial Assistance          | 166-Mentoring                                   |
| 160-Career Preparation                      | 167-Room and Board Financial Assistance         |
| 161-Employment Programs/Vocational Training | 168-Other Financial Assistance                  |

Effective October 1, 2010, counties will use the Services Information System (SIS) DSS-5027 form to capture this data. On October 1, 2010 a terminal message issued to inform counties of the SIS Manual Change Notice 03-10 which may be found at [http://info.dhhs.state.nc.us/olm/manuals/dss/rim-01/chg/CN-SIS-0310.htm#P9\\_54](http://info.dhhs.state.nc.us/olm/manuals/dss/rim-01/chg/CN-SIS-0310.htm#P9_54). The Division has added new fields to the DSS-5027 to capture the required demographic data. Additionally, new service codes have been assigned to correspond with each of the independent living services outlined above. **The new service codes will not be used on day sheets.** The SIS Manual provides definitions for each of the services.

Counties will report on any independent living services outlined above that are paid or provided by the county department of social services or the Division or any agent or contract provider of the county or state such as foster parents, group home staff and child care institution staff. The county will open and or update the DSS-5027 for each individual youth who receives any one of these services. Counties are discouraged from opening all of the services at one time in an attempt to avoid updating and changing the DSS-5027. However, there may be instances when a youth is actually receiving all of the independent living services outlined above. North Carolina strives to report and submit the most accurate information to its federal partners. Therefore, in all instances, the services coded on the DSS-5027 should be reflected in the youth's case or independent living file. It is important for the counties to develop internal protocols to review and update the DSS-5027 as often as needed to accurately reflect the independent living services youth are receiving.

Second, North Carolina will conduct a baseline survey of youth in foster care at age 17 and will conduct a follow up survey with these youth at ages 19 and 21 to collect and report information about the following youth outcomes:

- Financial self-sufficiency
- Experience with homelessness
- Education attainment
- Positive connections with adults
- High-risk behavior
- Access to health insurance

The **Baseline Population** includes all youth in care who reach their 17<sup>th</sup> birthday between October 1, 2010 and September 30, 2010 (FFY 2011) and every third year thereafter (i.e., FFY 2014, FFY 2017, etc).

**Please Note: For each youth in foster care who turns age 17 during FFY 2011, that youth must take the survey within 45 days of their 17<sup>th</sup> birthday, but not before their birthday.**

Effective October 4, 2010, the Youth Outcome Survey is available at <http://prod.ncsurvey.com/Login.aspx?SurveyID=n2KH882>. To access the survey, eligible baseline youth will be given a unique user identification and password. The user identification and password will be the youth's first name, last name and date of birth (MMDDYYYY). The password will be the youth's date of birth (MMDDYYYY) and the last four digits of their social security number. Here is an example:

**Name:** John Doe, DOB: 10-03-1993, SSN: 555-55-8888  
**User ID:** Johndoe10031993  
**Password:** 100319938888

State sanctioned queries will soon be made available to counties to determine which youth are in the Baseline Population and those eligible to take the survey. To assist counties, the Division has developed a "tickler" system to notify counties of their eligible youth to take the survey. The Division will notify the County LINKS Coordinator on a weekly basis of their eligible youth and their login information. The youth must take the survey within 45 days of their 17<sup>th</sup> birthday but not before their 17<sup>th</sup> birthday. We have provided a copy of Youth Outcome Survey to this letter for reference.

The Division will also notify the County LINKS Coordinator of youth who have completed the survey. Once the youth has completed the survey, they are eligible for a \$25.00 incentive, cash or gift card. It is important for counties to be consistent with their incentives. If one youth receives a gift card, then all of the youth who complete the survey should receive a gift card. Counties will be reimbursed through LINKS Special Transitional Funds. It will not be necessary to get preauthorization to expend transitional funds for the NYTD survey.

The Division looks forward to working with counties as we gather this new data with hopes of improving outcomes for our youth. If you have any questions, please feel free to contact Danielle McConaga, Child Welfare Program Consultant at [danielle.mcconaga@dhhs.nc.gov](mailto:danielle.mcconaga@dhhs.nc.gov) or at 919-334-1110.

Sincerely,

A handwritten signature in blue ink that reads "Kevin Kelley". The signature is written in a cursive style.

Kevin Kelley, Interim Chief  
Child Welfare Services

cc: Sherry Bradsher  
Jack Rogers  
Kathy Sommese  
Hank Bowers  
Child Welfare Services Team Leaders  
Local Business Liaisons  
Work First Representatives

**CWS-22-10**